

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
YOUTH PAROLE AUTHORITY
POLICY AND PROCEDURES

Policy No.: 08-02	Effective Date: 07/04	Revision Date: 08/31/04
Subject: YPA Case Files		

I. Policy Statement

It is the policy of the YPA to establish a new case file on each youth committed to Secure Care.

II. Rationale

To establish a means whereby pertinent case information on each secure care youth is made available to the YPA and other JJS staff.

III. Procedure

- A. The Administrative Officer shall maintain a case file on each youth that comes before the Authority.
- B. The file is identified as to source, verification, confidentiality, and contain, but not be limited to, the following documents:
 - 1. court commitment order,
 - 2. court conviction history,
 - 3. calculated guideline,
 - 4. hearing notifications,
 - 5. hearing decisions,
 - 6. hearing summaries,
 - 7. all written orders of the Authority,
 - 8. YSF intake summary,
 - 9. parole review report,
 - 10. psychological and/or psychiatric evaluations, if appropriate.
- C. All information in the Authority's files is private and confidential and shall not be released without the written consent of the parties involved.
- D. When a request is made for confidential information, the request is forwarded to the administrative officer. The parties are apprised and the implications are explained concerning the release of confidential information by the administrative officer or their designee. Based upon that explanation, the parties will either sign or not sign a release. All information released will be in accordance with GRAMA regulations.

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
YOUTH PAROLE AUTHORITY
POLICY AND PROCEDURES

Policy No.: 08-02 Subject: YPA Case Files	Effective Date: 07/04	Revision Date: 08/31/04
--	-----------------------	-------------------------

IV. Continuous Renewal

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

Calvin C. Clegg, Chairman
Youth Parole Authority

Date

Eldon Money, Chairman
Board of Juvenile Justice Services

Date

Blake D. Chard, Director
Division of Juvenile Justice Services

Effective/Revision Date